



Replacement Sheet

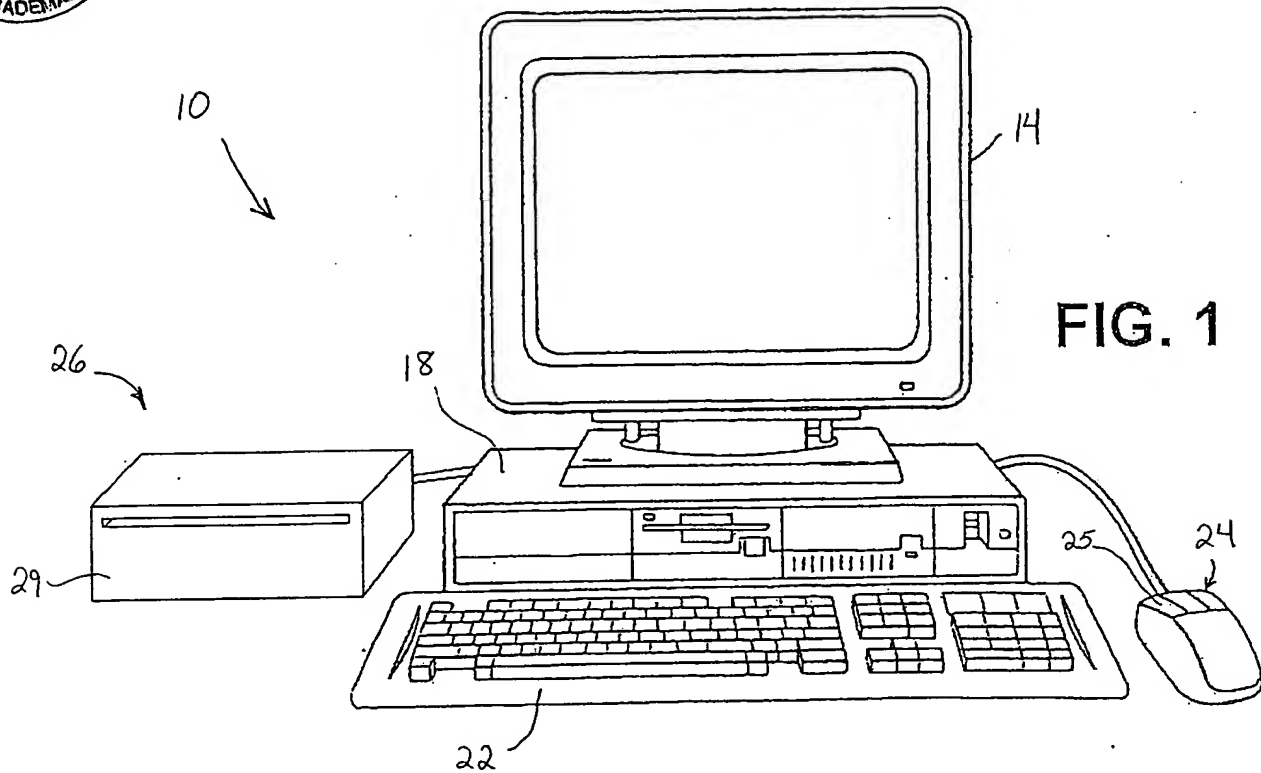


FIG. 1

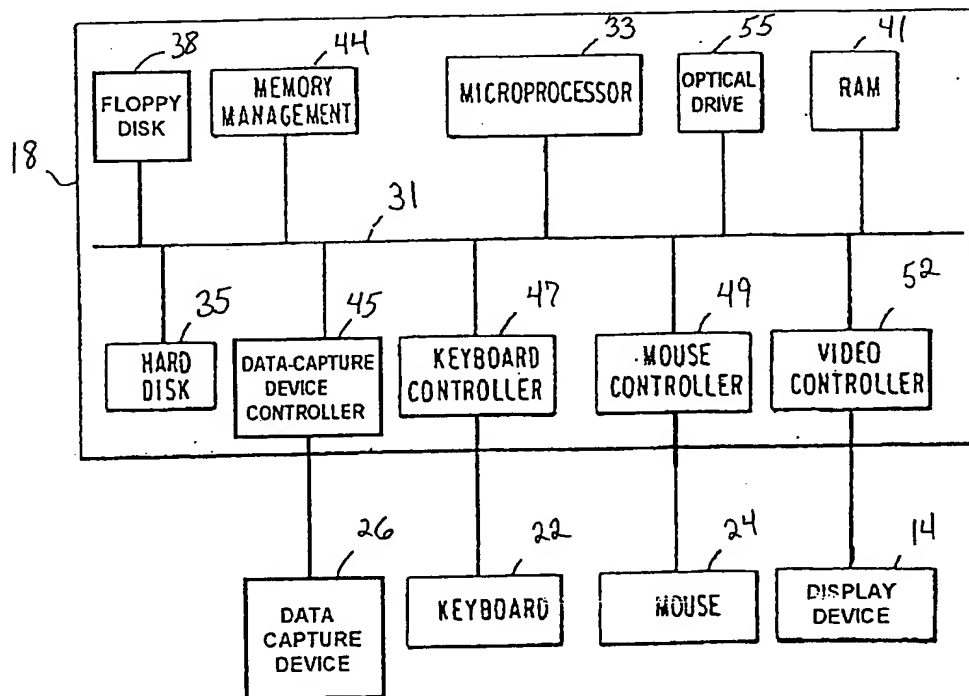


FIG. 2

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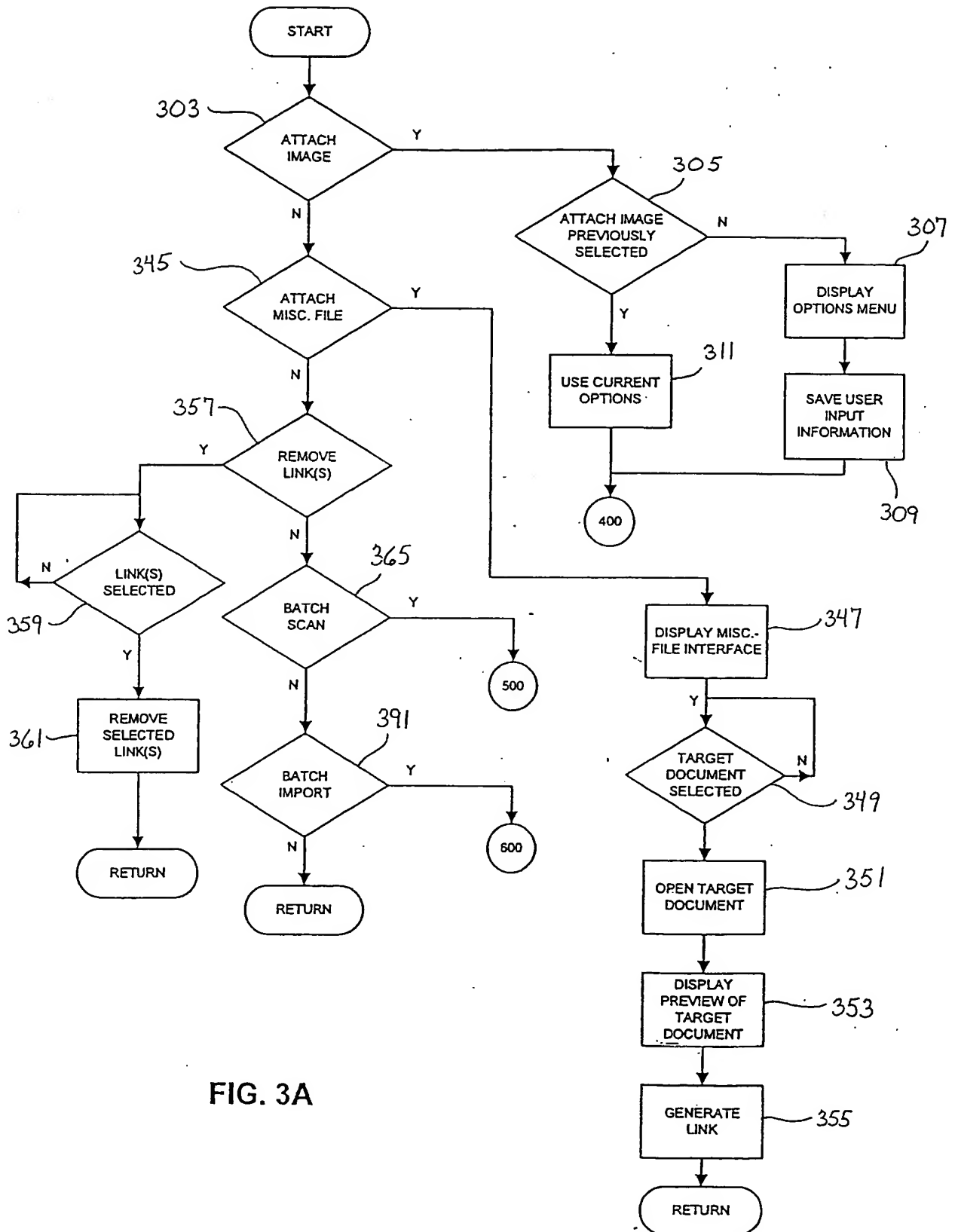


FIG. 3A

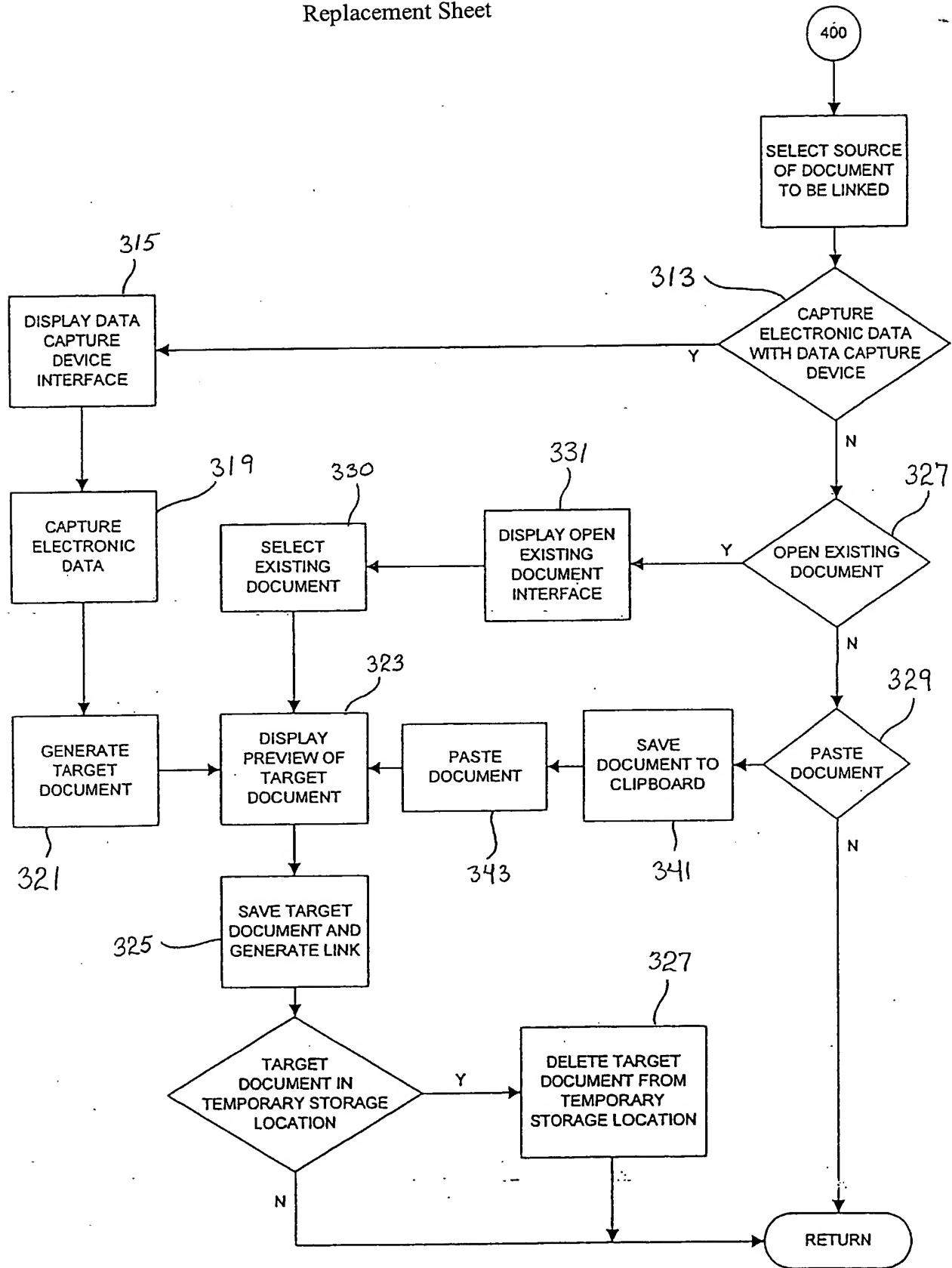


FIG. 3B

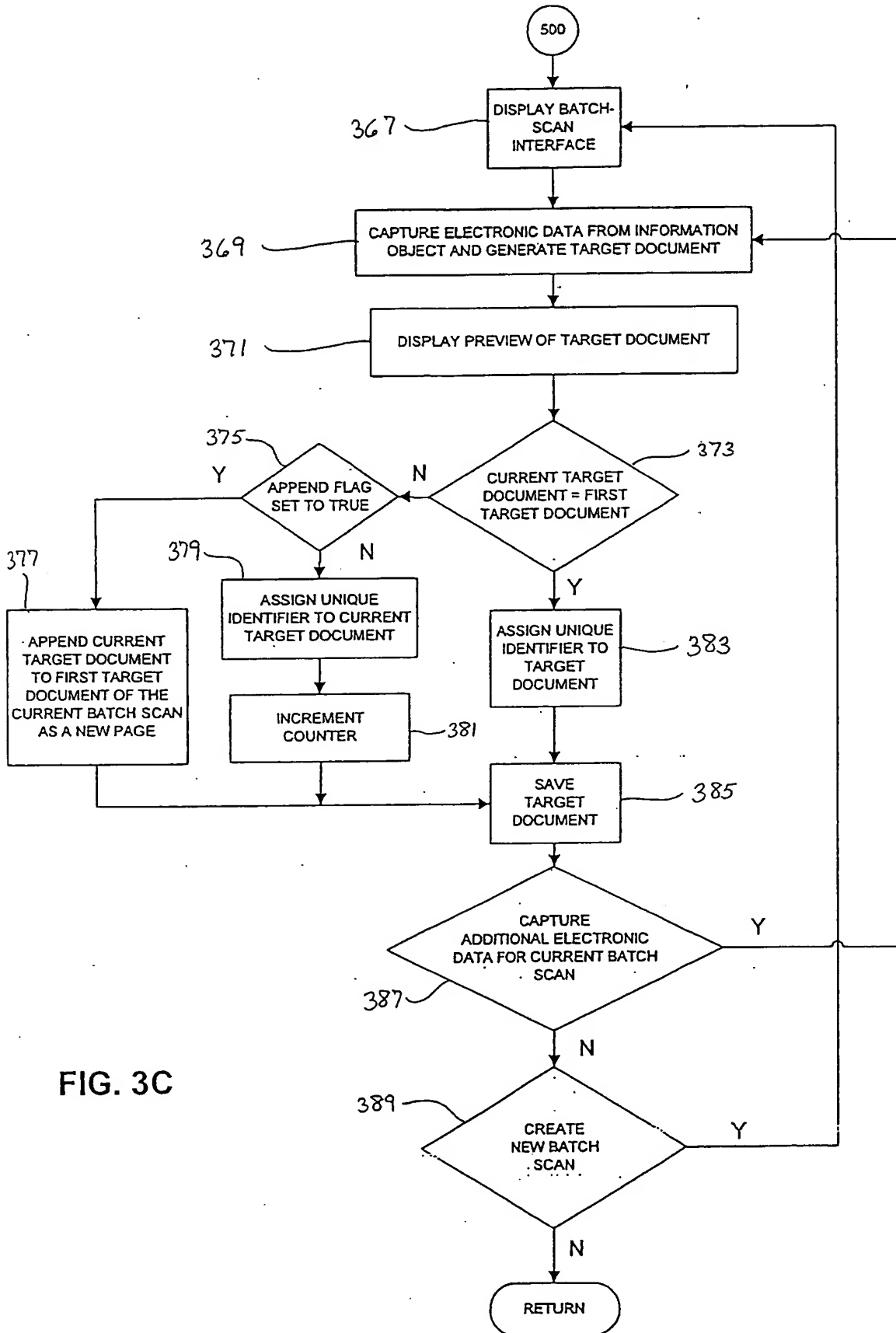


FIG. 3C

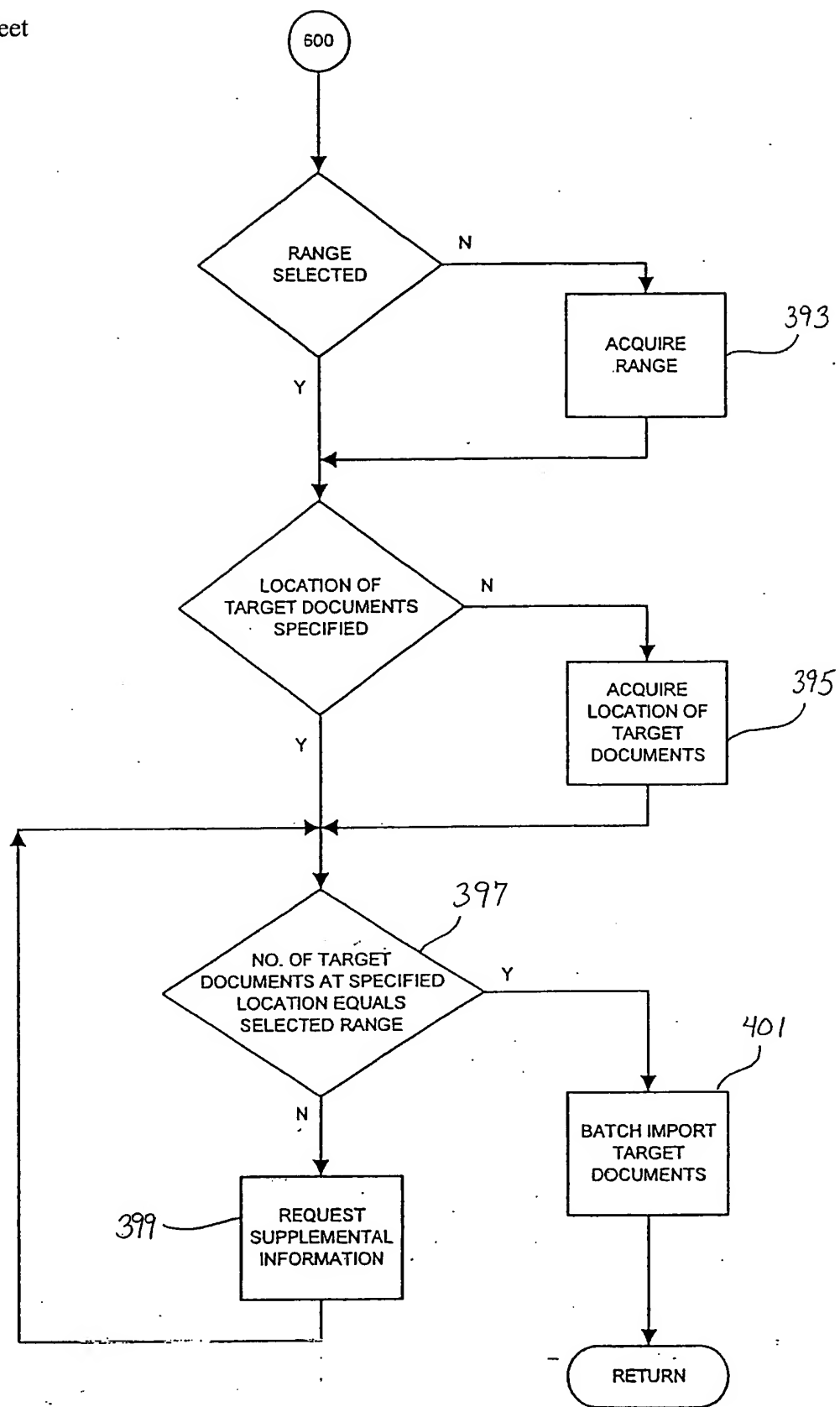


FIG. 3D

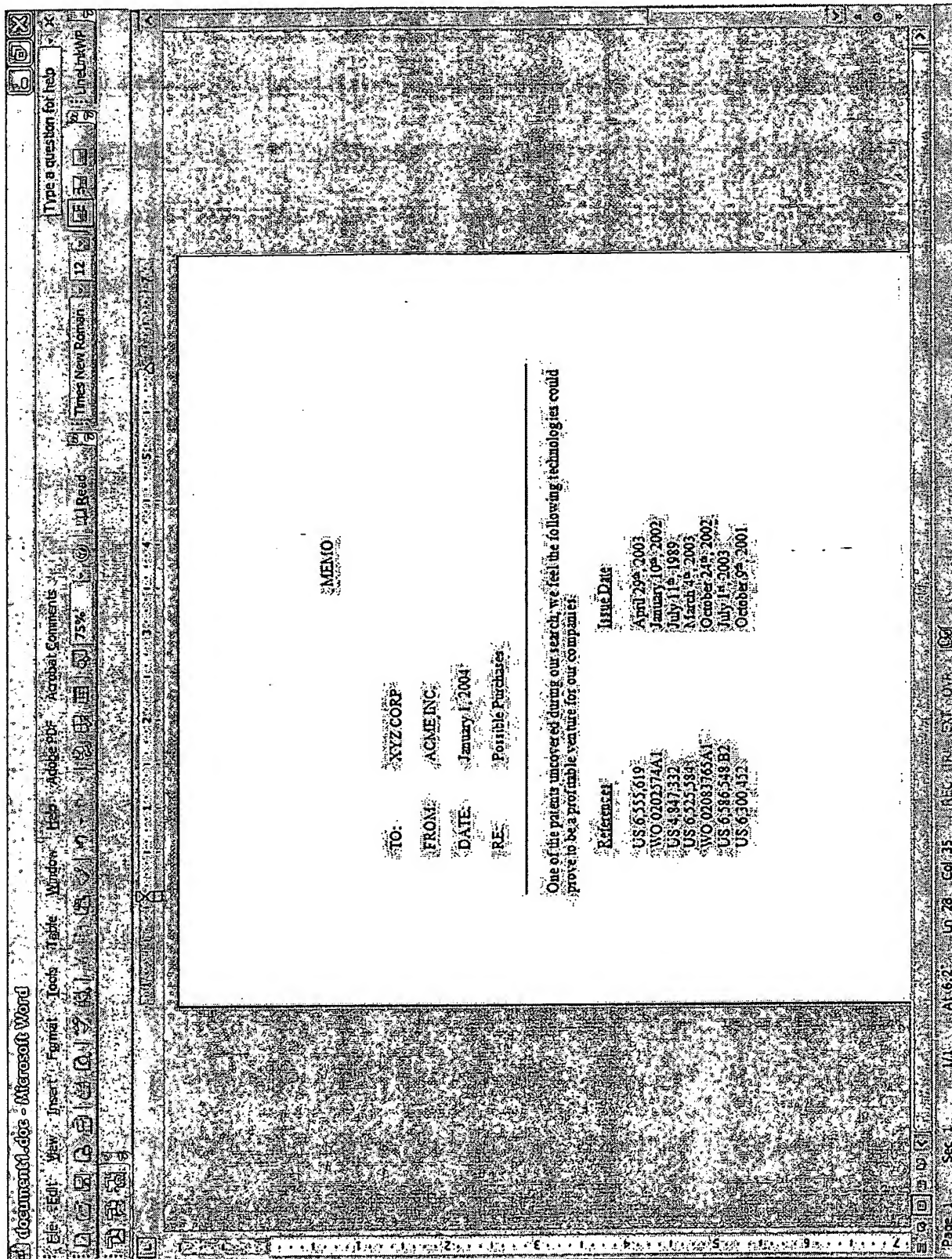


Fig. 4

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| | A/P Vendor Name | General Ledger Code | Invoice Date (M/D/Y) | Invoice Number | Sales Tax Amount in Dollars | Invoice Taxable |
|----|-----------------|---------------------|----------------------|----------------|-----------------------------|-----------------|
| 1 | ABC Corp | Software Support | 5/28/2001 | 1265 | 1,356.31 | |
| 2 | ABC Corp | Software Support | 4/5/2001 | 1254 | 1,096.14 | |
| 3 | ABC Corp | Office Services | 1/7/2001 | 34221 | 693.36 | |
| 4 | ABC Corp | Office Services | 12/14/2002 | 56777 | 1,720.73 | |
| 5 | Acme Corp | Office Services | 2/7/2003 | 56802 | 299.22 | |
| 6 | Acme Corp | Office Services | 11/23/2002 | 56732 | 101.77 | |
| 7 | Acme Corp | Help Desk Support | 3/25/2001 | 121145 | 7,310.07 | |
| 8 | XYZ Corp | Help Desk Support | 8/15/2002 | 24439 | 769.37 | |
| 9 | XYZ Corp | Help Desk Support | 4/19/2002 | 8781 | 140.89 | |
| 10 | XYZ Corp | Help Desk Support | 3/1/2001 | 4559 | 178.70 | |
| 11 | XYZ Corp | Help Desk Support | 10/11/2002 | 11207 | 2,790.62 | |
| 12 | XYZ Corp | Software Support | 11/13/2001 | 100556 | 127.98 | |
| 13 | XYZ Corp | Software Support | 9/28/2001 | 100390 | 118.34 | |
| 14 | XYZ Corp | Software Support | 12/28/2001 | 100720 | 77.41 | |
| 15 | Acme Corp | Software Support | 3/25/2002 | 101202 | 77.41 | |
| 16 | Acme Corp | Software Support | 4/16/2002 | 101290 | 77.41 | |
| 17 | Acme Corp | Software Support | 9/9/2001 | 100344 | 67.22 | |
| 18 | Acme Corp | Hardware Support | 1/2/2003 | 3447 | 1,539.81 | |
| 19 | Acme Corp | Hardware Support | 7/21/2002 | 2300 | 6,659.57 | |
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Sheet1/Sheet2

Fig. 5

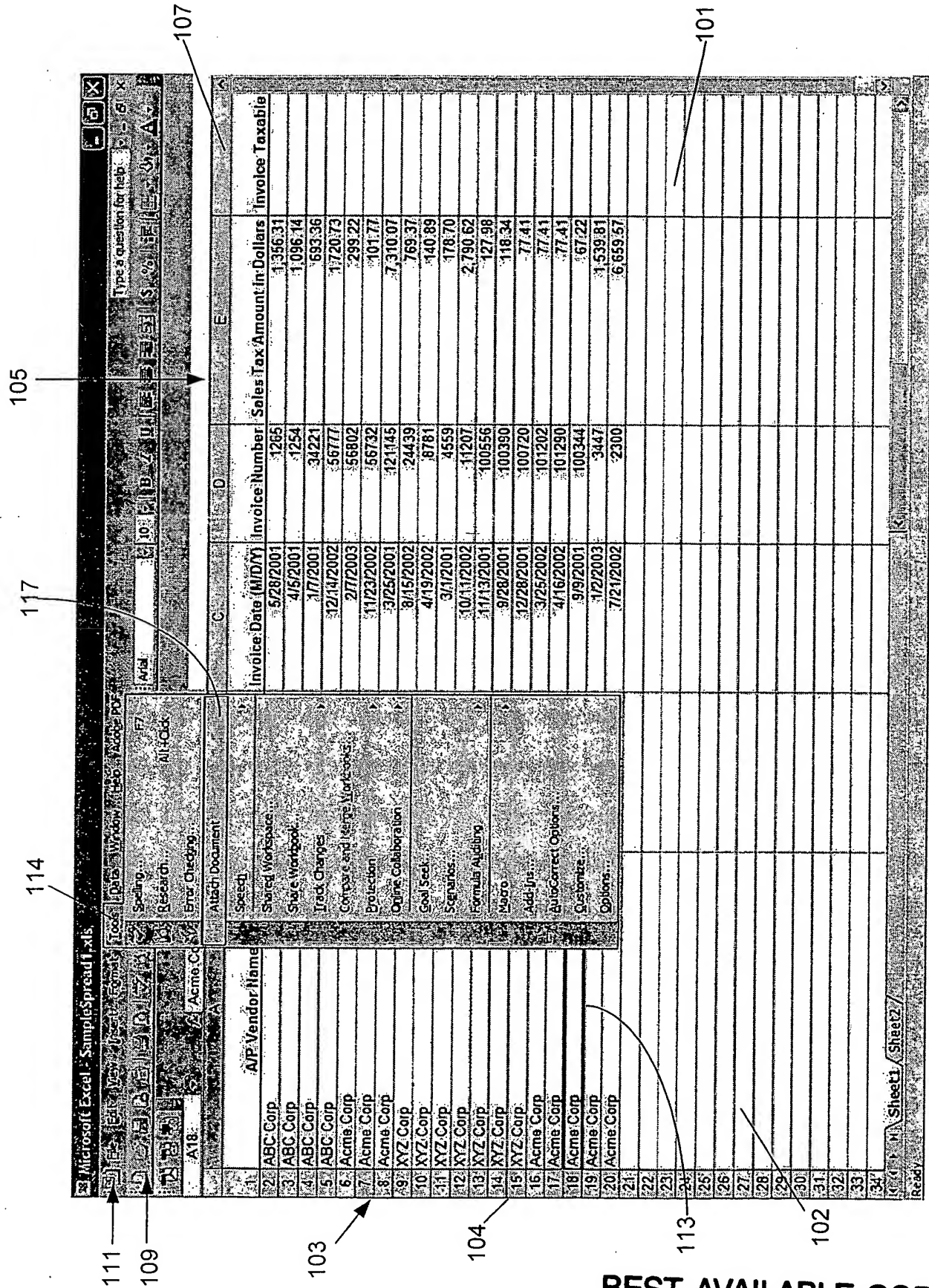


Fig. 6

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| General Ledger Code | Invoice Date (MM/DD) | Invoice Number | Sales Tax Amount in Dollars | Invoice Taxable |
|---------------------|----------------------|----------------|-----------------------------|-----------------|
| Software Support | 5/28/2001 | 1265 | 1,356.31 | |
| Software | | 1254 | 1,098.14 | |
| Office | | 1221 | 693.36 | |
| Office | | 1677 | 1,720.73 | |
| Office | | 1680 | 299.22 | |
| Office | | 1672 | 101.77 | |
| Office | | 1145 | 7,310.07 | |
| Help | | 1439 | 769.37 | |
| Help | | 1781 | 140.89 | |
| Help | | 4559 | 178.70 | |
| Help | | 1207 | 2,790.82 | |
| Software | | 10556 | 127.98 | |
| Software | | 10390 | 118.34 | |
| Software | | 10720 | 77.41 | |
| Software | | 1202 | 77.41 | |
| Software | | 1290 | 77.41 | |
| Software | | 18344 | 87.22 | |
| Hardware | | 3447 | 1,539.81 | |
| Hardware | | 2300 | 6,659.57 | |

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Select Options:
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☐ About

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Fig. 7

Microsoft Excel - Sample Sheet1.xls

File Edit View Insert Format Tools Data Window Help

Type a question for help

A18: Acme Corp

| | A/P Vendor Name | Sales Tax Amount-In Dollars | Invoice Taxable |
|----|-----------------|-----------------------------|-----------------|
| 21 | ABC Corp | 1,356.31 | |
| 22 | ABC Corp | 1,096.14 | |
| 23 | ABC Corp | 693.36 | |
| 24 | ABC Corp | 1,720.73 | |
| 25 | Acme Corp | 299.22 | |
| 26 | Acme Corp | 101.77 | |
| 27 | Acme Corp | 7,310.07 | |
| 28 | Acme Corp | 769.37 | |
| 29 | XYZ Corp | 140.89 | |
| 30 | XYZ Corp | 178.70 | |
| 31 | XYZ Corp | 2,790.62 | |
| 32 | XYZ Corp | 127.98 | |
| 33 | XYZ Corp | 118.34 | |
| 34 | XYZ Corp | 77.41 | |
| 35 | XYZ Corp | 77.41 | |
| 36 | Acme Corp | 77.41 | |
| 37 | Acme Corp | 67.22 | |
| 38 | Acme Corp | 1,539.81 | |
| 39 | Acme Corp | 6,669.57 | |
| 40 | Acme Corp | | |
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Sheet1 - Sheet2

Ready

Options

Column Indicators

Attach to these columns

Enter multiple columns separated by commas

Examples: A:D,E

Select Scanner

Select Scanner

Document Pairs

Current Document Path

C:\Inet\k Samples\Excel\Reverse Asst\Abc1

Browse

Temporary Document Path

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Browse

Company Information

Name

Imaging Science and Services, Inc.

Document Information

Prefix

1551

Current Counter

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Exit

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Fig. 8

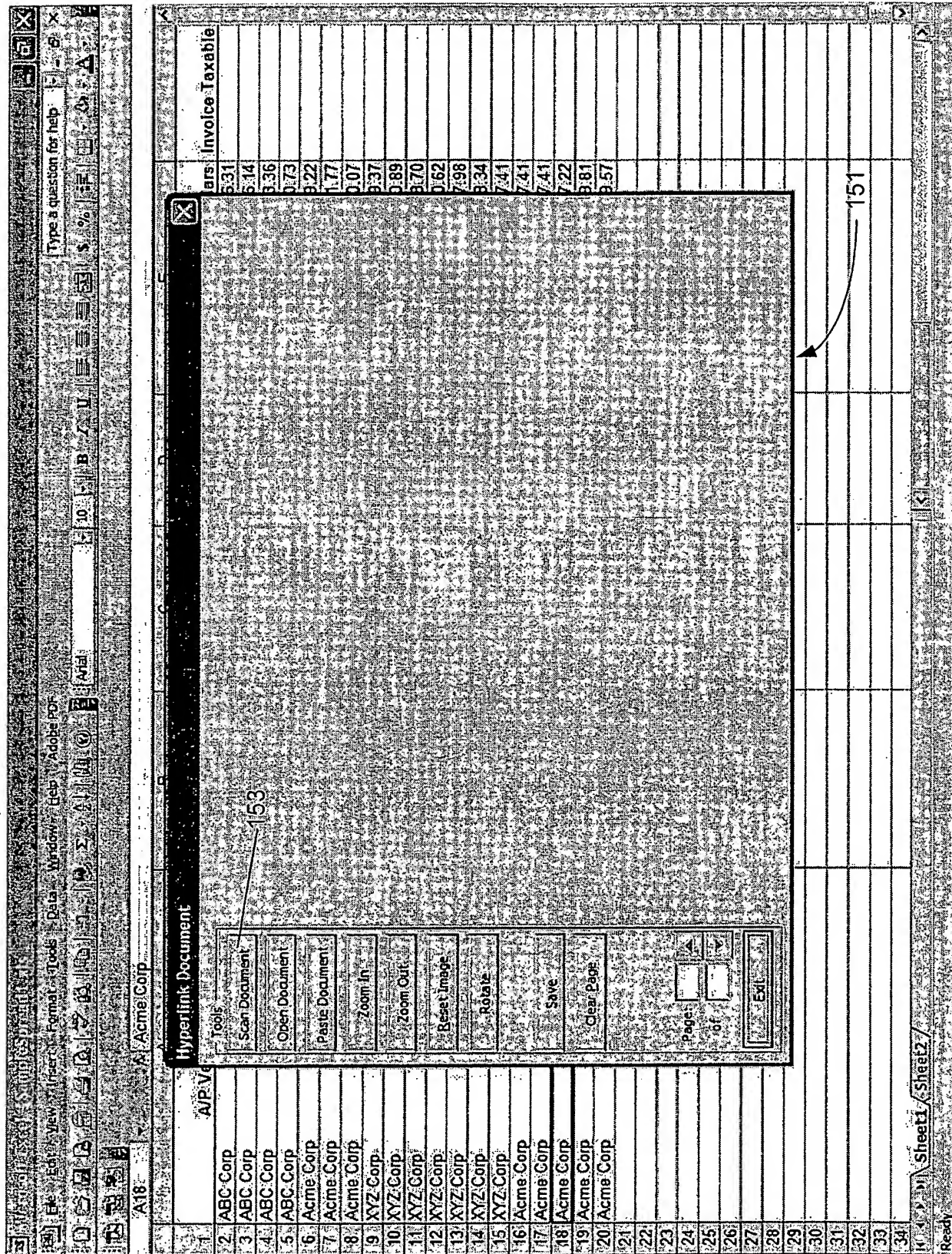


Fig. 9

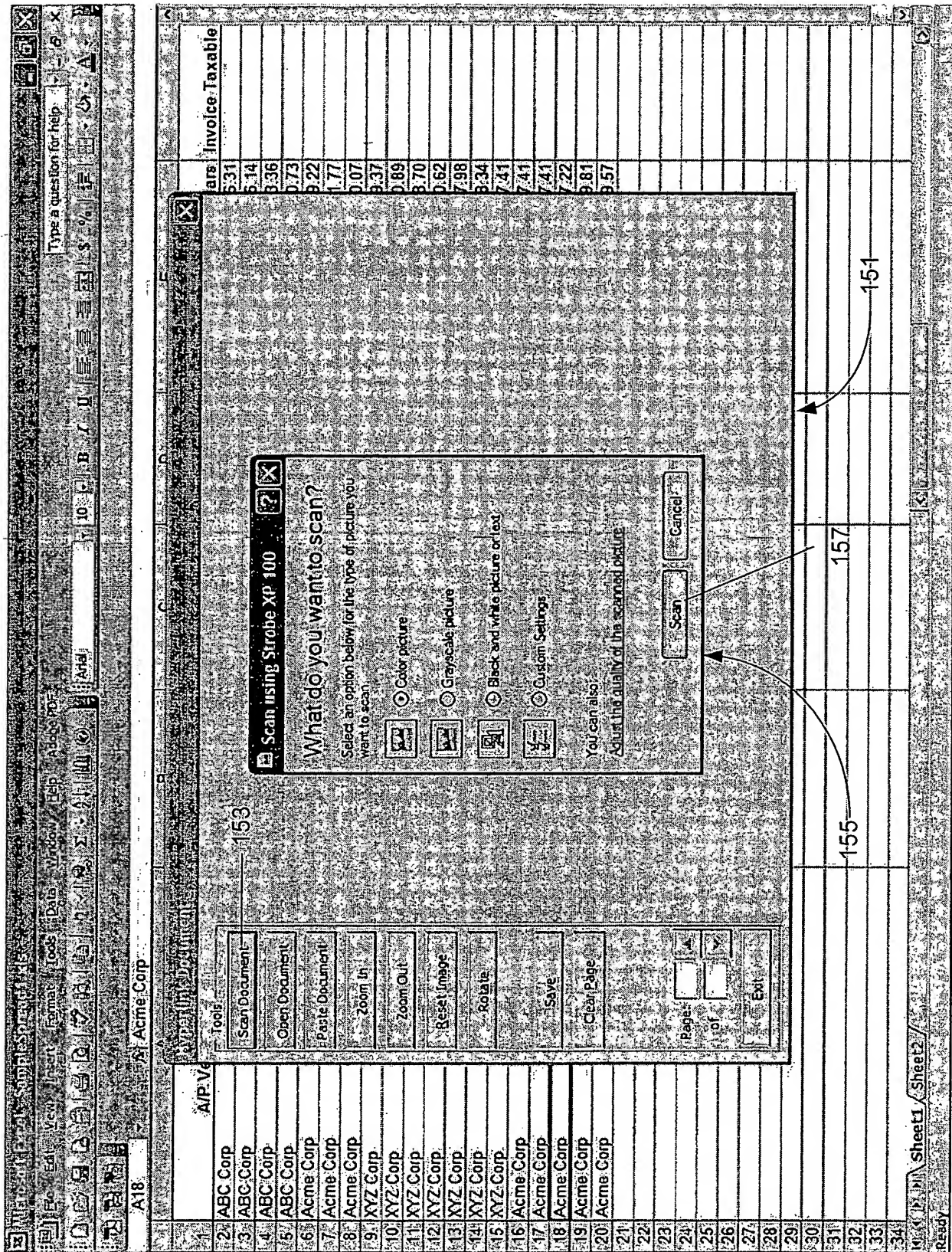


Fig. 10

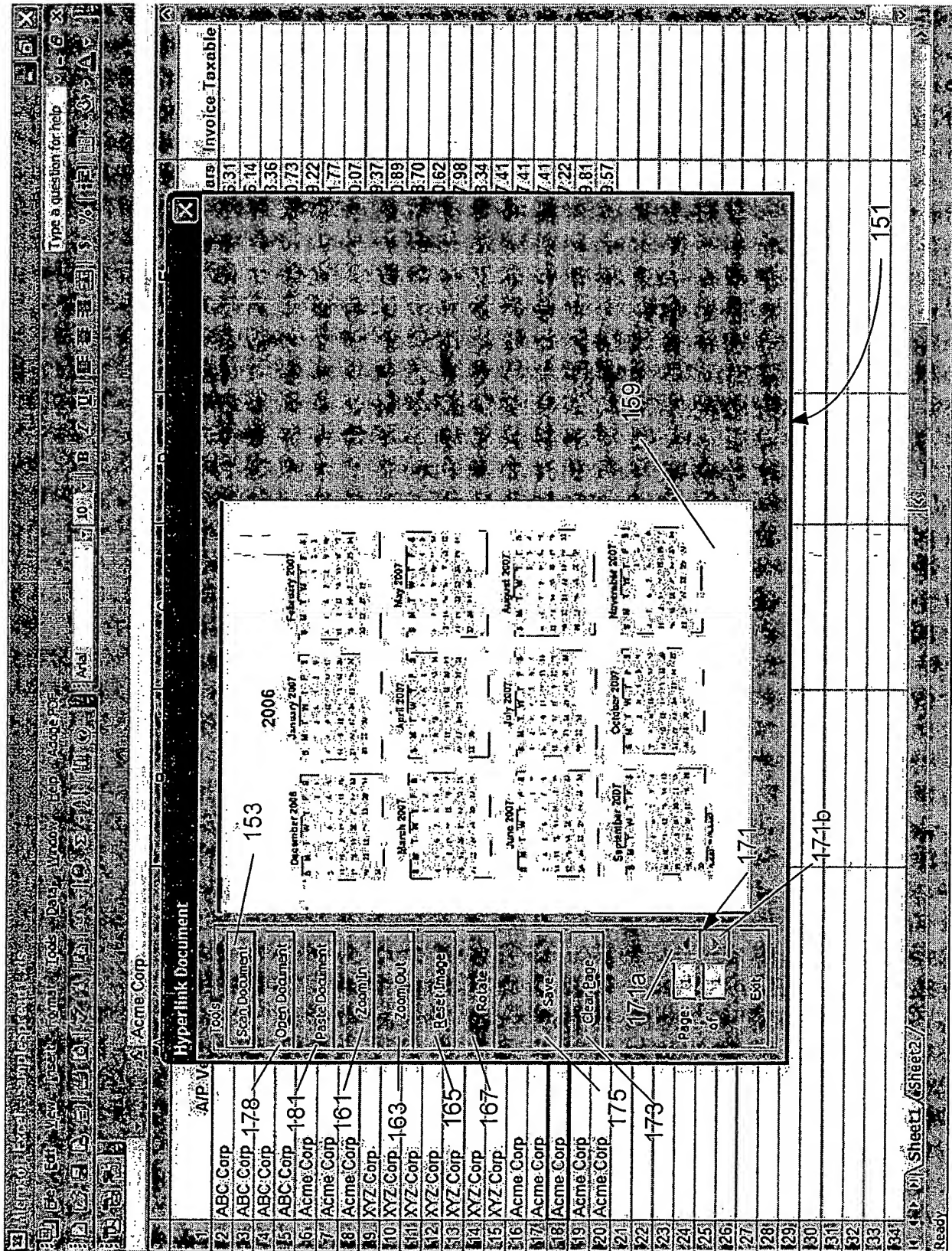


Fig. 11

109

| | A | B | C | D | E |
|----|-----------------|---------------------|----------------------|----------------|-----------------|
| 1 | A/P Vendor Name | General Ledger Code | Invoice Date (MM/DD) | Invoice Number | Invoice Taxable |
| 2 | ABC Corp | Software Support | 5/29/2001 | 1265 | 1,356.31 |
| 3 | ABC Corp | Software | | 1254 | 1,096.14 |
| 4 | ABC Corp | Office | | 4221 | 693.36 |
| 5 | ABC Corp | Office | | 6777 | 1,720.73 |
| 6 | Acme Corp | Office | | 6802 | 299.22 |
| 7 | Acme Corp | Office | | 6732 | 101.77 |
| 8 | Acme Corp | Help | | 1145 | 7,310.07 |
| 9 | XYZ Corp | Help | | 24439 | 769.37 |
| 10 | XYZ Corp | Help | | 8781 | 140.89 |
| 11 | XYZ Corp | Help | | 4559 | 178.70 |
| 12 | XYZ Corp | Help | | 1207 | 2,790.62 |
| 13 | XYZ Corp | Software | | 0556 | 127.98 |
| 14 | XYZ Corp | Software | | 0390 | 118.34 |
| 15 | XYZ Corp | Software | | 0720 | 77.41 |
| 16 | Acme Corp | Software | | 1202 | 77.41 |
| 17 | Acme Corp | Software | | 1290 | 77.41 |
| 18 | Acme Corp | Software | | 0344 | 67.22 |
| 19 | Acme Corp | Hardware | | 3447 | 1,539.81 |
| 20 | Acme Corp | Hardware | | 2300 | 6,659.57 |

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Print Options

Rows: Multiple rows=1:10 Single Row=1

Columns: Multiple cols=1:10 Single Col=1

Print

Exit

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Fig. 12

| A/P: Vendor Name | | General Ledger Code | Invoice Date (MM/DD) | Invoice Number | Sales Tax Amount in Dollars | Invoice Taxable |
|------------------|-----------|---------------------|----------------------|----------------|-----------------------------|-----------------|
| 1 | ABC Corp | Software Support | 5/26/2001 | 1265 | 1,356.31 | |
| 2 | ABC Corp | Office | | 1254 | 1,096.14 | |
| 3 | ABC Corp | Office | | 4221 | 693.36 | |
| 4 | ABC Corp | Office | | 6777 | 1,720.73 | |
| 5 | ABC Corp | Office | | 6802 | 299.22 | |
| 6 | Acme Corp | Office | | 6732 | 101.77 | |
| 7 | Acme Corp | Help | | 1145 | 7,310.07 | |
| 8 | Acme Corp | Help | | 2439 | 769.37 | |
| 9 | XYZ Corp | Help | | 8781 | 140.89 | |
| 10 | XYZ Corp | Help | | 4559 | 178.70 | |
| 11 | XYZ Corp | Help | | 1207 | 2,790.62 | |
| 12 | XYZ Corp | Help | | 10556 | 127.98 | |
| 13 | XYZ Corp | Softw | | 10390 | 118.34 | |
| 14 | XYZ Corp | Softw | | 10720 | 77.41 | |
| 15 | XYZ Corp | Softw | | 1202 | 77.41 | |
| 16 | Acme Corp | Softw | | 1290 | 77.41 | |
| 17 | Acme Corp | Softw | | 10344 | 67.22 | |
| 18 | Acme Corp | Softw | | 3447 | 1,539.81 | |
| 19 | Acme Corp | Hardw | | 2300 | 6,659.57 | |
| 20 | Acme Corp | Hardw | | | | |
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Fig. 13

Microsoft Excel Sample Spreadsheet

Type a question for help

File Edit View Insert Format Tools Help Adobe PDF

10 Arial

Acme Corp

| A | B | C | D | E |
|-----------------|---------------------|----------------------|----------------|-----------------|
| A/P Vendor Name | General Ledger Code | Invoice Date (MM/DD) | Invoice Number | Invoice Taxable |
| ABC Corp | Software Support | 5/28/2001 | 1265 | 1,356.31 |
| ABC Corp | Software | | 1254 | 1,096.14 |
| ABC Corp | Office | | 1221 | 693.36 |
| ABC Corp | Office | | 6777 | 1,720.73 |
| Acme Corp | Office | | 6802 | 299.22 |
| Acme Corp | | | | 101.77 |
| XYZ Corp | | | | 7,310.07 |
| XYZ Corp | | | | 769.37 |
| XYZ Corp | | | | 140.89 |
| XYZ Corp | | | | 178.70 |
| XYZ Corp | | | | 2,790.62 |
| XYZ Corp | | | | 127.98 |
| XYZ Corp | | | | 118.34 |
| XYZ Corp | | | | 77.41 |
| Acme Corp | | | | 77.41 |
| Acme Corp | | | | 77.41 |
| Acme Corp | | | | 67.22 |
| Acme Corp | | | | 1,539.81 |
| Acme Corp | | | | 6,659.57 |

Prepare for CD

Instructions:
This option will organize the current spreadsheet and all hyperlinked images and miscellaneous files under one main folder so that you can copy this folder directly to a CD for distribution or archival purposes.
To create a Zip file containing the current spreadsheet and all images select the "Create Zip File" checkbox.
Select Top Level folder to begin CD preparation.

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Sheet1 / Sheet2 /

Ready

Fig. 14

Microsoft Excel - Sample Spreadsheet

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

10 B U %

AP Vendor Name

| A | B | C | D | E |
|-----------------|---------------------|----------------------|----------------|-----------------------------|
| A/P Vendor Name | General Ledger Code | Invoice Date (M/D/Y) | Invoice Number | Sales Tax Amount in Dollars |
| 2 ABC Corp | Software Support | 5/28/2001 | 1265 | 1,356.31 |
| 3 ABC Corp | Software Support | 5/28/2001 | 1265 | 1,096.14 |
| 4 ABC Corp | Office | 5/28/2001 | 1265 | 693.36 |
| 5 ABC Corp | Office | 5/28/2001 | 1265 | 1,720.73 |
| 6 Acme Corp | Office | 5/28/2001 | 1265 | 299.22 |
| 7 Acme Corp | Office | 5/28/2001 | 1265 | 101.77 |
| 8 Acme Corp | Office | 5/28/2001 | 1265 | 7,310.07 |
| 9 XYZ Corp | Office | 5/28/2001 | 1265 | 769.37 |
| 10 XYZ Corp | Office | 5/28/2001 | 1265 | 140.89 |
| 11 XYZ Corp | Office | 5/28/2001 | 1265 | 178.70 |
| 12 XYZ Corp | Office | 5/28/2001 | 1265 | 2,790.62 |
| 13 XYZ Corp | Office | 5/28/2001 | 1265 | 127.98 |
| 14 XYZ Corp | Office | 5/28/2001 | 1265 | 118.34 |
| 15 XYZ Corp | Office | 5/28/2001 | 1265 | 77.41 |
| 16 Acme Corp | Office | 5/28/2001 | 1265 | 77.41 |
| 17 Acme Corp | Office | 5/28/2001 | 1265 | 67.22 |
| 18 Acme Corp | Office | 5/28/2001 | 1265 | 1,539.81 |
| 19 Acme Corp | Office | 5/28/2001 | 1265 | 6,659.57 |
| 20 Acme Corp | Office | 5/28/2001 | 1265 | |
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Sheet1 / Sheet2

Ready

Change Hyperlink Paths

Update Current Hyperlink Paths

Select a Current Hyperlink Path

Select a New Hyperlink Path

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Update Paths

Cancel

Exit

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Fig. 15

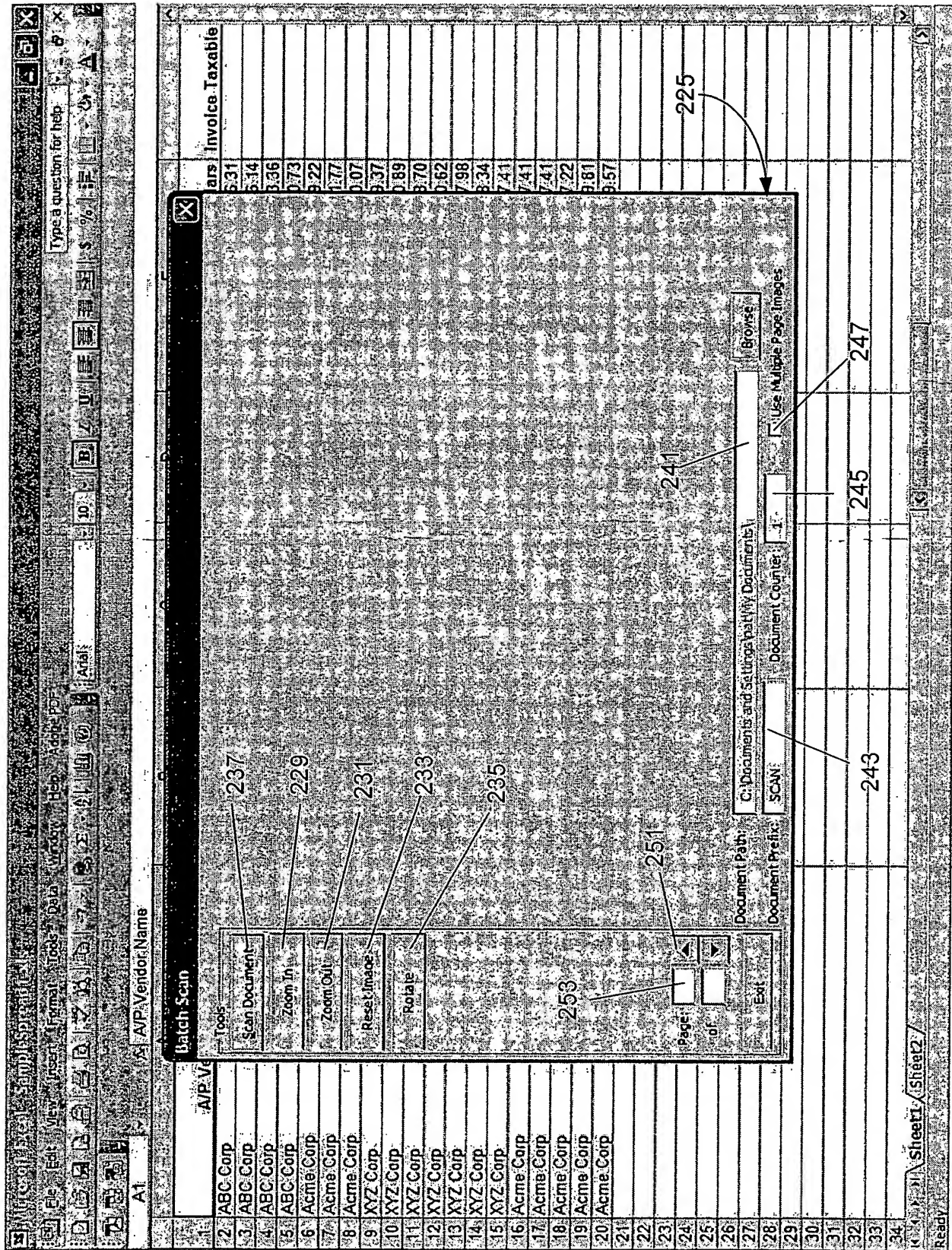


Fig. 16

Type a question for help

File Edit View Insert Format Tools Data Window Help

Address: 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34

| | A | B | C | D | E |
|----|----------------|---------------------|----------------------|----------------|---|
| | AP Vendor Name | General Ledger Code | Invoice Date (M/D/Y) | Invoice Number | Sales Tax Amount in Dollars Invoice Taxable |
| 22 | ABC Corp | Software Support | 5/28/2001 | 1265 | 1356.31 |
| 23 | ABC Corp | Software Support | 4/5/2001 | 1264 | 1,096.14 |
| 24 | ABC Corp | Office Services | 3/7/2001 | 34221 | 693.36 |
| 25 | ABC Corp | Office Services | 12/14/2002 | 56777 | 1,720.73 |
| 26 | Acme Corp | | | | 299.22 |
| 27 | Acme Corp | | | | 101.71 |
| 28 | Acme Corp | | | | 7,310.07 |
| 29 | XYZ Corp | | | | 769.37 |
| 30 | XYZ Corp | | | | 140.89 |
| 31 | XYZ Corp | | | | 178.70 |
| 32 | XYZ Corp | | | | 2,790.62 |
| 33 | XYZ Corp | | | | 127.98 |
| 34 | XYZ Corp | | | | 118.34 |
| 35 | XYZ Corp | | | | 77.41 |
| 36 | Acme Corp | | | | 77.41 |
| 37 | Acme Corp | | | | 77.41 |
| 38 | Acme Corp | | | | 67.22 |
| 39 | Acme Corp | | | | 11,539.81 |
| 40 | Acme Corp | | | | 6,659.57 |
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Batch Import

Import Options

From Row: 265 To Row: 265

Columns: 1

Current Document Path: [Browse]

Total Files: 1

Import

Exit

Sheet1 / Sheet2 / Ready

Fig. 17